

## OUR WEBSITE ONE-STOP-SHOP

Our website is literally a one-stop-shop for matters of career progression. At the site, you will find links to the latest pertinent messages, newsletters, our latest handout, important orders, directives, links to related websites, points of contact, handy checklists and an online request for career counseling.

You can get there easiest by the following steps...



### *Getting there...*

- First go to [www.usmc.mil](http://www.usmc.mil)
- Then follow the Career Link...
- Then, to the Military Link...
- Finally to Enlisted Career Counseling...
- Save this to your favorites!

## IMPORTANT NUMBERS FOR YOUR CAREER

*(Quantico numbers are DSN 278-XXXX or Commercial 703-784-XXXX)*

### **Enlisted Retention Section**

First Term Retention	9238
Subsequent Term Retention	9239/9240
Lateral Move	9235

### **Enlisted Assignment Monitors**

SgtMajor/1stSgt	9217/9218
Combat Arms	9245/9246/9248/9249
Service Support	9226/9227/9250
Aviation & Communication	9254/9255/9337
Special Assignment	9263/9264
Humanitarian	9331/9332

### **Enlisted Promotion Section**

SNCO Promotions	9718
Meritorious Promotion/BCNR	9719

### **Separations & Retirement Branch**

Separation Section	9322
Retirement Section	9324
Disability Section	9308

### **Manpower Management Support Branch (MMSB)**

Help Desk (best place to start)	5640/3623
Reserve Counseling Unit	
Commercial	1-877-415-9275
DSN	278-9130/31/32

Ordering your official records on the internet...  
<https://www.mmsb.usmc.mil/howtoget.htm>

## ENLISTED CAREER COUNSELING UNIT HQMC



### EDUCATE, MENTOR & EMPOWER

**MMEA-64**  
**3280 RUSSELL ROAD**  
**QUANTICO, VA 22134-5103**

**PHONE: (800)833-2320**  
**DSN: 278-9241**  
**FAX: (703)784-9835**

**EMAIL: [ecounselor@manpower.usmc.mil](mailto:ecounselor@manpower.usmc.mil)**



# ENLISTED CAREER COUNSELING UNIT, HQMC

## OUR MISSION

To support the future of our Corps by assisting enlisted career Marines in improving their performance for retention and their competitiveness for promotion through performance evaluation and career counseling.

We counsel Sergeants and above on active duty. While the Career Counselors provide an evaluation of performance, they cannot provide reasons for failure of selection to the next higher grade. Requesting a career counseling session after failing selection is not the optimal time to receive advice or recommendations to increase one's competitiveness.



*"There are no silver bullets to improving performance."*

## TEACH & EDUCATE

The Career Counseling Unit provides several different briefs that are designed to be progressive and current in content. Since the content is based upon policies that may change from time to time, our briefs change to reflect the very latest information.



*"Improving performance takes time, it does not happen overnight."*

We provide our briefs to all SNCO PME Courses, on MMEA trips and to any command upon request. Individual commands can also request a Counseling Visit to their unit. Please call the Unit Head at (800)833-2320 for trip coordination or additional information.

## MENTOR

Career Counseling is a one-on-one process that is designed to evaluate performance and potential as demonstrated in the Marine's official records. It also provides guidance on improving overall competitiveness towards promotion.

*"Promotions are not a reward for past performance, but more importantly it is an expectation of future performance."*

*Promotion Manual*

## CAREER NEWSFLASH

Our quarterly newsletter is distributed electronically through the Senior Enlisted Leadership, Career Retention Specialists and is posted to our website during the first week of each quarter. The newsletter covers a wide array of topics designed to educate Career Marines on issues pertaining to career progression, and improving competitiveness for promotion in 'Plain Talk'.

